

MINUTES, LIMESTONE COUNTY COMMISSION, SEPTEMBER 17, 2012

The Limestone County Commission met in a regular meeting today, at 10:00 a.m. at the Clinton Street Courthouse Annex, 100 South Clinton Street, Athens, Alabama.

PRESENT: Gary Daly, Gerald Barksdale, James W. "Bill" Latimer, and Bill Daws.
Absent: None. Stanley Menefee, Chairman presided.

Holly Holman presented on behalf of the City of Athens and the Limestone County Commission a Proclamation for Workforce Development Month to Athens City Schools Superintendent Dr. Bridges and Limestone County Schools Superintendent Dr. Sisk.

The meeting began with the Pledge of Allegiance.

MOTION was made by Gerald Barksdale and seconded by James W. "Bill" Latimer to approve the minutes of September 4 & 12, 2012.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

MOTION was made by Bill Daws and seconded by Gary Daly to approve the following claims

9/07/12	Check # 20909 - 20984	\$ 793,086.36
9/14/12	Check # 20985 - 21048	<u>\$ 492,295.76</u>
	TOTAL	\$1,285,382.12

with detailed claims of the above being on file for review upon request to the County Administrator.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

MOTION was made by Gerald Barksdale and seconded by Bill Daws to authorize the Chairman to execute the following resolution.

AUTHORIZING RESOLUTION (HAZARDOUS DUTY COMPENSATION)

WHEREAS, the Limestone County Commission recognizes the inherent dangers of its correctional officers and their respective exposure to hazardous environment, circumstances, situations, and demands, to efficiently provide protection, prevention, and service to the citizens of Limestone County; and

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WHEREAS, in consideration thereof, eligible members of the Limestone County Detention Center shall receive Fifty Dollars (\$50.00) per month as hazardous duty compensation; and

WHEREAS, eligible members are defined as Correctional Officers and Correctional Officer Sergeants in accordance with the Limestone County Commission staffing plan;

THEREFORE BE IT RESOLVED by the Limestone County Commission that hazardous duty compensation begin on the 1st day of October 2012 and continue thereafter unless otherwise rescind by motion of the Limestone County Commission.

The motion, having received an affirmative vote, was carried and the resolution adopted the 17th day of September 2012.

By: _____
Stanley Menefee, Chairman

{Seal}

Attest: _____
Pam Ball, Administrator

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

MOTION was made by James W. "Bill" Latimer and seconded by Bill Daws to authorize the Chairman to execute the following contract.

**ALABAMA DEPARTMENT OF YOUTH SERVICES
LONG TERM DETENTION SUBSIDY CONTRACT**

THIS CONTRACT is made and entered into by and between Limestone County (hereinafter called "County") and the Alabama Department of Youth Services (hereinafter called "DYS")

WITNESSETH

For and in consideration of the mutual covenants herein contained, and other good and valuable considerations, the parties hereto do hereby agree as follows:

1. The purpose of this agreement is to provide to County at least one (1) detention bed for the use of the juvenile court of County for the period October 1, 2012 through September 30, 2013, without cost to County.

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2. DYS shall pay for the benefit of County, a sum determined by the Youth Services' Board, said payments made as herein specified, for the purposes herein set out.
3. These said payments may be made for the benefit of County regardless of other payments made to or for the benefit of County.
4. Said payments shall be made for the benefit of County to the juvenile detention center of its choice.
5. County shall contract with the detention center of its choice for detention (and other) services, which contract shall be subject to review and approval of DYS.
6. County shall not reduce its level of support for the juvenile court or juvenile services and facilities presently supported by County on account of the credit for payments made hereunder.

IN WITNESS WHEREOF, County and DYS has caused this agreement to be executed for each and in the name of each by the persons indicated below, in duplicate, either copy of which may be considered an original.

Indicate Detention Center chosen by County to receive funds below:

Tennessee Valley Youth Service

Chairman, County Commission

ALABAMA DEPARTMENT OF YOUTH SERVICES

J. Walter Wood, Jr.
Executive Director

Legal Counsel (Approved as to form only)
Department of Youth Services

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

MOTION was made by Gerald Barksdale and seconded by Bill Daws to authorize the Chairman to execute a contract with Dr. Robert E. Pittman, DVM at the Limestone Veterinary Clinic, for animal control services, in the amount of \$18,825.00 monthly, effective October 1, 2012 until September 30, 2015.

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STATE OF ALABAMA COUNTY OF LIMESTONE

CONTRACT ANIMAL CONTROL SERVICES

This Contract and Agreement made and entered into by and between Limestone County, Alabama, a political subdivision of the State of Alabama, acting by and through the Limestone County Commission, hereinafter referred to as FIRST PARTY, and Dr. Robert E. Pitman, hereinafter referred to as SECOND PARTY, and the same witnesseth:

1. This Contract and Agreement shall be for a term of thirty six (36) months, commencing effective October 1, 2012, and ending at the close of business on September 30, 2015.
2. If this Contract and Agreement is not otherwise amended, any continuation of the contract terms and obligations shall be on a month-to-month basis.
3. SECOND PARTY shall perform all services necessary or proper to receive, house, and dispose of animals delivered to him for disposal by Limestone County Animal Control, Limestone County Sheriffs Deputies, and residents of Limestone County. All housing and disposal of animals shall be within the requirements of the laws and regulations of the State of Alabama and United States of America. SECOND PARTY shall be solely responsible for all costs and expense of housing and disposal of animals.
4. FIRST PARTY shall pay to SECOND PARTY the sum of Eighteen Thousand Eight Twenty Five & 00/100 (\$18,825.00) Dollars per month for such services, payable on the first day of each month commencing October 1, 2012.
5. SECOND PARTY is, and shall be, an Independent Contractor, and shall not be an employee of agent of FIRST PARTY. SECOND PARTY shall control the housing and disposal of animals, subject to the terms and conditions herein contained.
6. SECOND PARTY shall at all times be, and remain, licensed with full authority to perform veterinary medicine and veterinary services in Limestone County, with lawful authority to house and dispose of animals.

WITNESS OUR HANDS AND SEAL, at Athens, Alabama, effective as of the day and year first above written.

LIMESTONE COUNTY COMMISSION

Stanley Menefee, Chairman

Dr. Robert E. Pitman

Annual Amount: \$225,900.00

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The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

MOTION was made by Gary Daly and seconded by Gerald Barksdale to authorize the Chairman to execute the following contract with Athens-Limestone Hospital for a Kidney Dialysis Van, in the amount of \$30,284.00.

STATE OF ALABAMA LIMESTONE COUNTY

OUTSIDE AGENCY SERVICE CONTRACT AGREEMENT

Agreement made and entered into on the **4th** day of **February, 2008**, by and between Limestone County Commission, Alabama, hereinafter called the "County" and the Athens/Limestone Hospital hereinafter called the "Contractor" and the same witness:

1. The term of this agreement shall be for one year, commencing on the 1st day of **October, 2012**, and expiring on the 30th day of **September, 2013**. The contract may be renewed in succeeding years for periods of one year per renewal by and through a proposal/request of the Contractor to provide specified services to the County, and by consent of the County to accept said services with payments made from funds appropriated by the governing body of the County.
2. The County agrees to pay to Contractor the total sum of \$30,284 payable in quarterly payments.
3. In consideration of the payment of the above sum, the Contractor will provide the following services during the term of this agreement: Contractor will operate a program whereby a hospital driver will transport desiring county residents who are kidney dialysis patients to a local dialysis center at no charge to the patients. Contractor will coordinate with the City of Athens regarding the operation of the bus involved in the transportation.
4. The intent of this agreement is that the Contractor is an independent Contractor and not an employee of the County and Contractor agrees to indemnify the County against any losses by reason of any claim by any party for injuries or damages arising out of the performance by Contractor under the herein agreement including the cost of any attorney fees expended by the County in defense of any such claims.
5. All costs, fees, licenses, etc., that are required by law of the Contractor to carry out the provisions of the herein agreement shall be at the sole expense of Contractor.

IN WITNESS WHEREOF, we have hereunto set our hands and seals, this 17th day of September, 2012.

Chairman, Limestone County Commission

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Kelli Powers, CEO
Athens/Limestone Hospital
700 West Market Street
Athens, AL 35611

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

MOTION was made by Gerald Barksdale and seconded by James W. "Bill" Latimer to authorize the Chairman to execute the following annual TARCOG contracts:

- Alabama Cares, Unskilled Respite \$14.50 per hour
- MOU for Senior Rx Program \$20,738.00

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

MOTION was made by James W. "Bill" Latimer and seconded by Bill Daws to approve the following TARCOG - SSAI SCSEP Host Agency Agreement, effective October 1, 2012 to June 30, 2013.

SSAI SCSEP Host Agency Agreement

To comply with the requirements of the Senior Service America, Inc. (SSAI), Senior Community Service Employment Program (SCSEP), operated under Title V of the Older Americans Act, this Agreement is voluntarily entered into by

hereinafter referred to as the Host Agency, and
hereinafter referred to as the Sponsor Agency.

The Host Agency agrees to provide a safe and healthful work site for each participant, to provide the orientation and training necessary to perform assigned duties in accordance with a written community service assignment description, to provide additional training as opportunities occur, and, to the extent possible, treat each participant as a regular member of the Host Agency staff.

The Host Agency agrees to consider each participant for regular employment, either full-time or part-time, when vacancies occur in the Host Agency staff or when new positions are created. The Host Agency will also recommend suitable training for unsubsidized placement of the participant. A detailed training plan will be documented in the participant's Individual Employment Plan (IEP) and Community Service Assignment Description, which includes skills to be attained and timelines for achieving the goal. The Community Service Assignment Description

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must specify the nature of the assignment, the hours each participant will train, specific duties and tasks to be performed.

The Host Agency understands that the length of time that a participant may remain in the same assignment will be determined in their IEP. The Host Agency understands that the Sponsor Agency may reassign any participant when that reassignment will increase the participant's opportunities for training or unsubsidized employment, or will otherwise serve the best interests of the participant.

While this agreement is in effect, the Host Agency agrees not to provide community service assignments for participants serving through other national Title V project sponsor.

The Host Agency agrees to abide by the hours and work schedules mutually agreed to for each participant and to provide: properly prepared time sheets (the supervisor will confirm that the participants worked the hours claimed on their time sheet, and will assure that both they and the participant signs the time sheet); periodic performance evaluations; and other required documents. The Host Agency agrees and understands that each participant will be required to attend periodic SCSEP meetings during regular working hours.

The Host Agency agrees that the community service assignments for any participant are to be similar to "in demand" or "growth industries" private sector jobs, such as health care; child day care; education; or green jobs. However, these assignments will not result in the displacement of currently employed workers; or in a reduction in non-overtime hours of work, wages, or benefits; will not impair any existing contract for service or result in the substitution of the wages of the participant for other funds in connection with work which otherwise would be performed; will not be a substitution for any existing federally assisted job; and will not be a position which is the same as or substantially the same as that occupied by any other person who is on lay-off or absent due to labor disputes. Further, the Host Agency agrees that it will not discriminate against a participant on the grounds of race, color, age, religion, sex, national origin, age, or disability.

The Host Agency agrees to send a representative to a host agency supervisor's meeting. Host Agency supervisor's meetings will be held annually to acquaint all concerned with the SCSEP goals and objectives. The Host Agency agrees to participate in the DOL Customer Satisfaction Survey if solicited.

The Host Agency agrees to provide documentation of in-kind contributions. Further, it is understood by the Host Agency and the Sponsor Agency that any contribution, whether cash or in-kind, by the Host Agency is purely voluntary and is not a condition for the assignment of any participant.

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The Host Agency certifies by this Agreement that it is a governmental agency or is a nonprofit agency which is currently certified as a Section 501(c) (3) organization under the Internal Revenue Code. In addition, the Host Agency will provide its Federal Employer Identification Number (FEIN). Further, if the Host Agency is certified as a Section 501(c) (3) agency, a copy of that certification is attached or is on file with the Sponsor Agency and is still in effect. The Host Agency agrees to inform the Sponsor Agency immediately if the Section 501(c) (3) certification is revoked.

The Sponsor Agency agrees to recruit, enroll, and assign a participant to the Host Agency for the purpose of engaging in productive community service employment.

The Sponsor Agency agrees to be responsible for all administrative and fiscal controls of the SCSEP and for paying wages and providing fringe benefits to each participant. The Host Agency does not provide Workers' Compensation insurance for participants.

This Agreement may not be amended except upon written agreement between the parties.

This Agreement is in effect from October 1, 2012 - June 30, 2013.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

MOTION was made by Gary Daly and seconded by Gerald Barksdale to approve the following Memorandum of Understanding Regarding Backup Data Services.

MEMORANDUM OF UNDERSTANDING REGARDING BACKUP DATA SERVICES

WHEREAS, the City of Athens, Alabama (the "City") and Limestone County, Alabama (the "County") (either of which may be referred to herein as a "Party," and collectively referred to herein as the "Parties") wish to back up critical data stored on their respective computer systems at an off-site location in the event of a disaster;

WHEREAS, each Party already has its own backup device for its primary backup services and intends to offer the other Party use of its backup device as an alternate backup source for critical information; and

WHEREAS, the Parties desire to enter into this "Memorandum of Understanding Regarding Backup Data Services" (the "Agreement") to provide for a means by which to back up critical data stored on their respective computer systems at an off-site location in the event of a disaster in an attempt to protect and safely preserve and guard such data from mutilation, loss or destruction.

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IT IS THEREFORE UNDERSTOOD AND AGREED THAT the City and County will provide data backup services for each other in the following manner:

1. Each Party may send and/or transmit electronic data/information (the "Sending Party") to the other Party (the "Backup Party") as set forth herein. Such sent or transmitted electronic data/information by the Sending Party shall be such information/data of any content that the Sending Party deems to be information/data critical to its operations (the "Critical Information"). The Sending Party may send and/or transmit such Critical Information to the Backup Party on a daily basis during the term of this Agreement, or such different frequency as may be agreed by the Parties' Representatives.

2. To facilitate the transfer set forth in Section 1, the Backup Party will cause the Sending Party to have offsite access to the Backup Party's backup server, or such other information storage hardware ("the Backup Server"), such that the Sending Party may send, transmit, place, store, and backup the Critical Information, in an amount not to exceed 1.25TB (terabytes) of Critical Information, on the Backup Server.

3. The process for the transmittal and backup of Critical Information set forth in Sections 1 and 2 will occur at a regularly established time and manner mutually agreed upon by the Parties' Representatives.

4. The Critical Information shall be retained by the Backup Party on its Backup Server indefinitely or until the termination of this Agreement as set forth herein, but the Critical Information may be replaced, substituted, altered, or deleted from time to time by the Sending Party.

5. Each Party agrees to perform the backup data services for the other as set forth herein as mutual consideration for the promises of the other as set forth herein, and the Parties recognize that these services may be mutually beneficial in the event of a natural disaster, act of God or catastrophic event.

6. Each Party shall identify a representative who shall administer and coordinate that Party's duties and responsibilities hereunder (the "Party Representative"). The Party Representative shall be an employee who works for that Party's Information Technology department or equivalent division. At the commencement of this Agreement, Dale Haymon shall be the Party Representative for the City of Athens, and David Freeman shall be the Party Representative for Limestone County.

7. Each Party Representative shall notify the other Party Representative, within a reasonable time under the circumstances, of any problem, emergency, or concern relating to the backup services set forth herein, if the same presents any actual or reasonably anticipated difficulty in the transmission, receipt, or storage of the Critical Information.

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8. Notwithstanding anything herein to the contrary, the Sending Party is responsible for monitoring the placement, storage, and backup of its own Critical Information on the Backup Party's Backup Server, and determining whether the placement, storage, and backup of its Critical Information is successful, to the extent that the same can be done through the offsite access established by the Backup Party pursuant to Section 2 of this Agreement.

9. The Backup Party shall make reasonable efforts to keep the Critical Information of the Sending Party secure. Notwithstanding the foregoing, each Party is responsible for taking reasonable steps to encrypt its data in order to prevent security breaches and otherwise protecting its own computer system and Critical Information.

10. All Critical Information shall remain the property of the Sending Party, and shall not be deemed to be the property of the Backup Party, despite being placed, stored, and backed up on the Backup Party's Backup Server. This provision shall survive the termination of the Agreement.

11. The Backup Party shall not access, review, inspect, print, disseminate, publish or copy any or all of the Critical Information, without the Sending Party Representative's express written permission. This provision shall survive the termination of the Agreement.

12. The Backup Party shall not produce, transfer, disseminate or provide any of the Critical Information to any third party without the Sending Party's Representative's express written permission, unless otherwise required by law or a court order. This provision shall survive the termination of the Agreement.

13. Either Party may terminate this Agreement at any time. If either Party notifies the other Party in writing that it wishes to terminate this Agreement, then each Party may access, remove, and delete its own Critical Information from the other Party's Backup Server for a period of ten (10) days after the day that notice is given (the "10 Day Access Period"). After the 10 Day Access Period, the Agreement shall be terminated, and the Backup Party shall delete the Sending Party's Critical Information from its Backup Server, if any remains.

14. Neither Party warrants that the functions contained in Sections 1 through 4 of this Agreement (the "Backup Services") will meet the other Party's requirements, that the operation of the Backup Services will be uninterrupted or error-free, or that any defects in the Backup Services will be corrected. Neither Party warrants or makes any representations regarding the use or the results of the use of the Backup Services in terms of their correctness, accuracy, reliability or otherwise. Neither Party represents or warrants that the other Party will be able to access or use the Backup Service at times or locations of their choosing, or that it will have adequate capacity for the other Party's requirements related to the Backup Services. No oral or written statement, information or advice given by either Party's Representative, affiliates, or their respective employees or agents shall create any warranties regarding the Backup Services.

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15. IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER OR TO ANY THIRD PARTY FOR ANY LOST PROFITS, LOST DATA, INTERRUPTION OF BUSINESS, OR OTHER SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OF ANY KIND ARISING OUT OF THE USE OR INABILITY TO USE THE BACKUP SERVICES OR TO USE OR RETRIEVE ANY CRITICAL INFORMATION, WHETHER FOR BREACH OF WARRANTY OR OTHER CONTRACT BREACH, NEGLIGENCE OR OTHER TORT, OR ON ANY STRICT LIABILITY THEORY, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGES OR A REMEDY SET FORTH IN THESE TERMS OF USE IS FOUND TO HAVE FAILED OF ITS ESSENTIAL PURPOSE, AND WHETHER OR NOT SUCH LOSS OR DAMAGES ARE FORESEEABLE.

16. This Agreement constitutes the entire understanding and agreement between the Parties regarding the contents thereof, and supersedes all prior agreements between the parties regarding the subject matter hereof.

17. Any modification or change in this Agreement shall not become a part of the Agreement unless written and signed by both Parties.

CITY OF ATHENS, ALABAMA

LIMESTONE COUNTY, ALABAMA

By: _____
Authorized Signature

By: _____
Authorized Signature

Print Name

Print Name

Title: _____

Title: _____

Date: _____

Date: _____

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

MOTION was made by Bill Daws and seconded by Gerald Barksdale to approve an agreement with the Alabama Department of Transportation, for project #HRRR-CN12(230), LCP 42-141-11 to cooperate in the traffic signal, striping, and markings at the intersection of Capshaw Road and Jones Road; intersection of Zehner Road and Quinn Road, and the intersection of Easter Ferry Road and Fort Hampton/Coffman Road, Federal HRRR Funds \$54,164.80, County Funds \$6,018.31, for a total of \$60,183.11.

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The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

MOTION was made by Bill Daws and seconded by Gerald Barksdale to approve a Memorandum of Understanding with the Athens-Limestone GIS Consortium, for the "Community Mapping and Data Management System Participation".

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

MOTION was made by Gary Daly and seconded by Gerald Barksdale to approve a contract with Goodwyn, Mills & Cawood, Inc. to provide architectural services necessary to construct a community safe room to be located at 19667 Sandlin Road, Elkmont, in the amount of 7% of the construction cost.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

MOTION was made by James W. "Bill" Latimer and seconded by Bill Daws to approve a contract with Underwood Associates Architecture to provide architectural services necessary to renovate the structure located on the old L&S property known as the Fred's building, \$4,500.00; and to approve an invoice for bid specifications in the amount of \$1,800.00.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

MOTION was made by James W. "Bill" Latimer and seconded by Bill Daws to approve the following budget revisions:

Department	Account Number	Title of Line Item	Amount
District 3	112-53400-213	Road Construction	+ 50,000.00
	112-35910-000	Budgetary Fund Balance	- 50,000.00
Board of Equalization	001-51930-111	Official Salaries	+ 300.00
	001-35910-000	Budgetary Fund Balance	- 300.00

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

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MOTION was made by Bill Daws and seconded by James W. "Bill" Latimer to reappoint Jerry Crabtree Place 1 and Mike Besh Place 2 to the E-911 Board of Commissioners, beginning October 1, 2012 and ending September 30, 2016.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

MOTION was made by James W. "Bill" Latimer and seconded by Gerald Barksdale to award the following bid proposal to the lowest responsible bidder meeting specifications as follows:

Proposal No.	Item	Awarded To	Amount
2402	Waterway Debris Removal Phase 2	Trussmark Construction	\$245,000.00

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

MOTION was made by Gerald Barksdale and seconded by James W. "Bill" Latimer to approve and revise the following job descriptions:

- License Commission Chief Clerk/ Administrative/Financial Assistant
- Community Corrections Director
- Council on Aging Assistant Director
- Sheriff's Department Chief Administrative/Financial Clerk
- Criminal Investigator/Evidence Technician
- Information Technology Network Administrator
- Information Technology Network Support Specialist
- Assistant Archivist

LIMESTONE COUNTY Job Description

Title: Chief Clerk/Administrative/Financial Assistant
Grade X

Department: License Commissioner
Job Analysis conducted: August, 2012

Approved: September 17, 2012

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

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Relationships

Reports to: License Commissioner
Subordinate staff: None
Other internal contacts: Members of License Commissioner's office
External Contacts: General Public; Members of Other County Offices; Members of Local Municipalities, Members of Local and Out-of-state Automobile Dealerships; Members of Local and Out-of-state Banks, Credit Unions, and Finance Companies; Members of Local and Out-of-state Law Enforcement; Members of State Agencies (Alabama Department of Revenue, Alabama Department of Public Safety, Alabama Department of Conservation and Natural Resources, State Comptroller's Office, Examiners of Public Accounts)

Job Summary

Responsible for performing a variety of duties related to the performance of accounting and bookkeeping functions for the License Commissioner's office. Compiles and prepares various financial reports. Assists with preparing annual budget. Collects fees and determines distribution of funds. Answers telephone, screens and routes calls, provides information and takes messages. Greets customers, assists them or refers them to proper individual or office. Responsible for audit files. Types various letters, reports, documents, forms and etc. Files and maintains various records. Performs any task in job description of clerks in Licensing Commissioner's office. Assists the License Commissioner in all administrative and financial procedures in the office.

Job Domains

A. Chief Clerk

1. Performs the duties of the office in the absence of the License Commissioner.
2. Oversees processing of documentation pertaining to motor vehicle registrations, certificate of title applications, mandatory liability insurance reinstatements, and vehicle owners' proof of lawful presence in compliance with the rules and regulations of the Alabama Department of Revenue, Motor Vehicle Division.
3. Oversees processing of documentation of motor vehicle ad valorem tax assessing, tax collection and the issuance of tax receipts of credit in compliance with the rules and regulations of the Alabama Department of Revenue, Property Tax Division.
4. Oversees processing of documentation of driver license renewals, replacements and ID card replacements in compliance with rules and regulations of the Alabama Department of Public Safety, Drivers License Division.

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5. Oversees processing of documentation and collection of fees of boat registration, hunting and fishing license in compliance with rules and regulations of the Alabama Department of Conservation and Natural Resources.
6. Oversees processing of documentation of motor vehicle and boat casual sales tax collection and privilege license issuance in compliance with the rules and regulations of the Alabama Department of Revenue, Business and License Tax Division.
7. Confirms acknowledgements and proof of insurance authorized to remove vehicle registration suspensions issued by the Alabama Department of Revenue.
8. Confirms acknowledgements and proof of citizenship for qualified residents authorized to conduct business transactions in accordance with Alabama law and the federal S.A.V.E. program.
9. Assists in preparing yearly budget for License Commissioner's office.
10. Assists in preparing and processing registration and license renewals by regular mail or by electronic confirmation.
11. Supervises all staff members in the daily operation of License Commissioner's office.
12. Trains new staff members with software processes for local registration and licensing receipts and for state web-based processes through MVTRIP.
13. Trains new staff on internal cash control procedures and report preparation.

B. Filing and Records Management

1. Files returned title application packages, sets up files, assigns task order, and contacts buyer and seller, as needed, for corrections and additional documentation requested by the Alabama Department of Revenue, Title Section.
2. Indexes approved requests for certified copies of registration records by qualified applicants under the Driver Privacy Protection Act.
3. Prepares daily, monthly and yearly print out reports of registration and license records.
4. Reviews print out reports for accuracy.
5. Records by tape daily back up of master tag and license records.
6. Performs cash file corrections to existing records for corrections to clerk's honest error.
7. Maintains file of office requisitions issued to License Commissioner's office.
8. Maintains employee sick and annual leave records of all staff employees.
9. Reviews and maintains files of disability parking credentials and inventory of placards for permanent and temporary privileges.
10. Reviews and maintains inventory listing including the identification of outstanding license plates and annual decals.

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C. Accounting and Financial Records Management

1. Posts cash from daily summary sheet to collection and distribution sheets for balancing at the end of the month.
2. Prepares daily reports and balances daily reports.
3. Accounts for daily monies and balances with daily reports.
4. Reconciles all revenues collected on a daily basis.
5. Prepares bank account deposits and confirms deposit total amount. Delivers bank deposit to local financial institution.
6. Balances and maintains bank accounts.
7. Balances and maintains office petty cash.
8. Prepares certified notices and processes payment for returned checks.
9. Prepares revenue reports on a monthly basis. (State, County, Municipal, Schools).
10. Prepares checks for monthly disbursement.
11. Prepares reports to be mailed to State Comptroller, Alabama Department of Revenue, and local agencies.
12. Prepares and maintains reports for audit review and compliance.
13. Prepares and maintains accounting reports for legal compliance examination by the Examiners of Public Accounts.
14. Reviews and monitors yearly budget.

D. Filing and General Clerical

1. Prepares and certifies copies of registration and file documents.
2. Answers various inquiries personally, by email, or by regular mail.
3. Types any correspondence or letters, as requested.
4. Types various applications, affidavits, and other supporting documents, as requested.
5. Assists the Commissioner and other staff members when required.
6. Collects fees for registration or license searches and issues cash receipts.
7. Greets visitors, determines their need, and provides assistance and/or information and directs them to appropriate offices as necessary,
8. Assists general public for various record searches such as vehicle registration, title applications, sales tax receipts, boat registrations, privilege licenses and etc., as requested.
9. Conducts file search for various record searches such as vehicle registration, title applications, sales tax receipts, boat registrations, privilege licenses and etc., as requested.
10. Assists customers with explanations of state rules, regulations and office procedures as necessary.
11. Assists with telephone inquiries and provides problem solving with customers by phone.
12. Assists others when the Commissioner is not available.
13. Notarizes documents.

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Knowledge, Skills and Abilities

(* Can be acquired on the job)

- Knowledge of various computer applications including word processing and spreadsheets as needed to prepare documents and develop statistical information.
- Knowledge of verbal skills to communicate effectively with supervisor, subordinates, and general public in person and over the telephone.
- Knowledge of basic mathematics as needed to maintain records.
- Writing skills to neatly and clearly complete reports, forms, etc.
- Knowledge of basic accounting and bookkeeping procedures.
- *Knowledge of county rules, policies and regulations.
- Ability to work independently and supervise an office staff.
- Ability to establish and maintain effective working relationships with subordinates, supervisor, other employees, and general public.
- Ability to give clear and concise instructions to the staff.
- Ability to exercise good judgment in making decisions in accordance with department policies and procedures and applicable laws.
- Ability to operate office machines such as typewriter, postage, reader printers, calculator, copy machine, fax machine, word processor and computer.
- Knowledge of filing systems.
- Ability to lift heavy books
- Ability to work long hours.
- Knowledge of licensing rules and procedures as needed to ensure that licensing office is functioning within required rules and procedures and to ensure that rules and procedures are in compliance with federal, state, and local laws.
- Knowledge of the organization and functions of local government as needed to coordinate special assignments and projects.
- Ability to exhibit interpersonal sensitivity and utilize proper attitude for the situation as needed to show empathy or sympathy, recognize the implications of actions and statement of others, and interact effectively with the individuals and the public.
- Ability to communicate ideas in writing to include organizing thoughts in a logical manner, clarity, conciseness, adapting style to the writer, and using proper spelling punctuation, and grammar as needed to composed narrative summaries, reports, and correspondence and to review and edit the work of others.
- Ability to talk to others in groups as needed to convey information effectively.
- Ability to talk to others one-on-one, include asking questions needed to get specific information, understanding and relating to people from different backgrounds, using tact, and listening as needed to convey and obtain information effectively.
- Ability to develop and accomplish goals and objectives as needed to accomplish work assignments.
- Ability to solve problems to include identifying possible solutions, analyzing

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strengths and weaknesses of possible solutions, evaluating the impact of the solutions, and making concrete recommendations and suggestions.

- Ability to plan and organize to include setting priorities, developing a strategy, following a plan, and accomplishing goals as needed to handle several situations, problems and responsibilities; organize people, equipment and supplies; and manage the time of self and others.
- Ability to read and understand information and ideas presented in writing as needed to follow written instructions, interpret various documents and laws, acquire knowledge and extract and summarize information.
- Ability to conduct research as needed to gather information and develop interpretations of administrative procedures.
- Ability to combine pieces of information to form general rules or conclusions as needed to interpret the value of information and recognize relationships between facts and situations.

Other Characteristics

- Possession of a high school diploma or its equivalent due to required knowledge and skills.
- Have a minimum of two years experience or formal training in computer, typing and clerical work.
- Ability to travel to attend conferences and seminars.
- Ability to work overtime, weekends, or non-standard hours in order to complete work within a specified period of time.
- Be certified as a notary public.

LIMESTONE COUNTY Job Description

Grade X

Title: Director

Department: Community Corrections

Job Analysis Conducted: June, 2012

Approved: September 17, 2012

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

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Relationships

Reports to: Commission Chairman

Other Internal Contacts: Other County Offices

External Contacts: Circuit, District and Municipal Courts. Judges, Clerks, Probation Officers, Law Enforcement Officers, Substance Abuse Treatment Centers and State and Federal Offices.

Job Summary

The Director is responsible administrative and case management work that involves planning, organizing, coordinating and supervising the daily operation of the Limestone County Community Corrections Program. The employee in this position is responsible for operational oversight, the development and recommendation of policies and procedures, the collection and analysis of fiscal data, the development and administration of a department budget, the collection and analysis of program statistics and participant data, the supervision and management of assigned staff and other resources and the collection of fees from program participants. Although the employee in this position reports to the Commission, this is highly independent work. Successful performance requires the exercise of independent judgment and sound decision-making skills.

Job Domains

1. Works with state corrections and court officials, county corrections and law enforcement agencies, local judges and local private agencies to develop and coordinate comprehensive alternatives to prolonged pretrial or post-conviction incarceration in jail or prison for qualified participants.
2. Prepares, submits and administers grant proposals and other funding resources through federal, state and local government agencies and departments, including without limitation, the Alabama Department of Corrections, the Alabama Administrative Office of Courts and the Alabama Board of Pardons and Paroles.
3. Supervises staff to include defining job duties and requirements, scheduling work hours and leave, setting performance standards, evaluating performance, recommending hiring, promotions and disciplinary actions to the Commission and administering or overseeing disciplinary actions.
4. Develops and monitors security and confidentiality procedures to comply with federal, state and local laws and to preserve the integrity of test results and departmental data and statistics.
5. Develops and monitors procedures for the secure and accurate collection and reporting of fees and costs paid by program participants and the enforcement of full and timely payment by participants of restitution, court fees and costs and child support.

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6. Monitors program revenues and expenditures, establishes fiscal priorities, prepares a preliminary budget, attends budget hearings and provides justification for budgeted items, presents a final budget for Commission approval, makes recommendations for budget changes as needed to meet department priorities and approves expenditures.
7. Develop and coordinate with judges and county sheriff procedures and proposed orders for assigning or sentencing inmates to community corrections, for home detention and electronic monitoring, for disciplinary actions, for suspension or revocation of community corrections assignment/sentence.
8. Prepares reports, budgets and recommendations for alternative corrections programs, policies and procedures for presentation to the Commission and periodic status reports, both orally and in writing, for presentation to the Commission.
9. Oversees development and administration of community corrections programs for Limestone County including, but not limited to, alternative punishment programs, a county probation program, pretrial supervised release, post-conviction jail and prison diversion program.
10. Develops, recommends and implements short and long term plans, including policies and procedures, for Limestone County Community Corrections.
11. Directs and monitors department operations and staff activities; identifies problems to be corrected; revises department operational policies and procedures as needed; and collects, researches and analyzes fiscal and program data for the development of budgets and to assess program performance, efficiency and success.

Knowledge, Skills and Abilities

(*Can be acquired on the job)

1. Knowledge of county rules, regulations and policies.*
2. Knowledge of planning principles and procedures.
3. Knowledge of resource identification as needed to develop and oversee effective community corrections programs.
4. Knowledge of the principles and practices of case work supervision.
5. Requires working knowledge of criminal justice systems and procedures.*
6. Knowledge of accounting principles and procedures.
7. Skills in conducting personal interviews.
8. Ability to assimilate information for referral.
9. Ability to work with the area courts and judges.
10. Knowledge of education and treatment centers for substance abuse.*
11. Knowledge of Administrative Office of Courts guidelines for monitoring clients. *
12. Ability to prepare reports.
13. Ability to establish and maintain confidential files and records of clients.*
14. Requires the ability to learn and understand relatively complex legal, counseling and informational principles and techniques.*
15. Ability to prioritize and follow through on assignments with minimal directions.

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16. Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics of data, people, or things which may include legal code books, operational manuals, procedural manuals, and reference manuals.
17. Must be able to operate a variety of machinery and equipment including a motor vehicle, computer, printer, typewriter, copy machine, facsimile machine, calculator, telephone, and camera.
18. Physical demand requirements are at levels of those for Medium levels of work.
19. Requires ability to read a variety of legal and procedural documentation, directions, instructions, and methods and procedures.
20. Requires the ability to write reports, forms and job related documentation. Requires the ability to speak with and before others with poise, voice control, and confidence such as in public speaking situations.
21. Requires the ability to record and deliver information, such as in a public speaking situation, to explain procedures, and to follow verbal and written instructions.
22. Requires the ability to deal with and relate to people beyond giving and receiving instructions.
23. Must be able to adapt to and perform under considerable stress when confronted.
24. Requires the ability to add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret graphs.

Minimum Qualifications

1. Bachelor's Degree in Criminal Justice, Court Administration, Public Administration, Business Administration or a closely related field; or one year of professional case management or rehabilitative work with an offender and/or ex offender population that has included elements of need assessment, counseling, service referrals and case monitoring; experience in installing/maintaining a computerized database system.
2. Required experience must involve contact with either a prosecuting agency, correction agency or the courts.
3. Possess a valid driver's license
4. Must meet the requirements for bonding.
5. Considerable experience with MS Word and Excel programs.

Other Characteristics

1. Emotional stability to work in highly stressful situations.
2. Ability to work overtime, holidays, weekends and during emergencies. Willing to be on-call 24 hours a day.
3. Ability to comply with departmental rules, regulations and uniform standards.
4. Ability to attend professional school.
5. Ability to travel within or outside the state

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LIMESTONE COUNTY JOB DESCRIPTION

Title: Assistant Director

Grade: IX

Dept: Council on Aging/Limestone County

Approved: September, 2002

Revised: September 17, 2012

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Director of Council on Aging
Subordinate staff: Homemakers, Bus Drivers.
Other Internal Contacts: County Commission, Sheriff's Office and other county personnel.
External Contacts: Clients, general public, volunteers, TARCOG, AAA, Red Cross, personnel and members of various social service agencies; hospital personnel; church groups; and Alabama Department of Senior Services.

Job Summary

As Assistant Director duties include supervising the office to make sure everything is operating smoothly. Perform duties of the Director in their absence. Supervise and administers in-home services program and senior center operations. Dispatches transportation request to drivers. Prepares various reports and maintains files. Assist with planning fund-raising events and coordinating volunteers. Attends meetings concerning the elderly and transportation.

Job Domains

A. Management

1. Supervise bus drivers.
2. Supervise homemakers.
3. Supervise special maintenance projects.
4. Coordinates outreach for centers and programs.
5. Coordinates events for senior centers.
6. Coordinates special trips for the centers.

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B. In-Home Services

1. Oversees Medicare Waiver and Alabama Cares Programs.
2. Oversees, Develops and revises schedules for Homemakers, as necessary.
3. Completes all reports for Medicare Waiver and Alabama Cares..
4. Evaluates clients on a quarterly basis or as required.
5. Coordinates referrals with other available resources.
6. Holds staff meetings and schedule educational training for homemakers.
7. Prepares for Medicare Waiver Audit.

C. Transportation

1. Receives transportation request.
2. Review and submit transportation reports to ALDOT.
3. Schedules transportation request according to vehicle availability.
4. Supervise bus drivers.
5. Determines most efficient routes for transportation staff.
6. Operates two-way radio to communicate with drivers.
7. Arrange wheel chair transportation for the disabled.
8. Works with city drivers of services for the elderly.
9. Arranges trips.
10. Drives van as needed or required.

D. Operations Management

1. Coordinates room rentals and schedules use of Senior Center.
2. Coordinates volunteers for various programs.
3. Develops and disseminates advertising and resolves complaints.
5. Supervises in-home services program and senior center operations.
6. Supervises special maintenance projects.

E. Controlling and Reporting

1. Maintains accurate daily records on transportation and prepares monthly transportation reports.
2. Maintains files on all clients.
3. Prepares reports for county, city and state determination.

F. Miscellaneous

1. Informs clients of available service.
2. Types correspondence and reports.
3. Answers routine correspondence and calls.
4. Calls for purchase orders.

Knowledge, Skills and Abilities

(* May be acquired on the job)

1. *Knowledge of county rules, regulations and policies.
2. Verbal skills to communicate effectively with clients, volunteers, etc.

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3. Math skills to perform basic mathematical operations and prepare budgets.
4. Writing skills to communicate effectively with other social service agencies, organizations, etc.
5. Reading skills to read directives, reports, etc.
6. Ability to organize, train and motivate volunteers and staff.
7. Ability to recognize the needs of senior citizens.
8. Skills to make accurate reports and maintain records.
9. Knowledge of computers and other office equipment.
10. *Knowledge of services available for the elderly.

Other Characteristics

1. Posses a high school diploma or its equivalent.
2. Willing to travel throughout the county and state to attend workshops, conferences, and the like as necessary or required.
3. Willing to work non-standard hours or weekends when necessary and required.
4. Willing to provide own car for travel.
5. Possession of a valid Class C, C.D.L. or must obtain the license within one month of employment

LIMESTONE COUNTY Job Description

Title: Chief Administrator/Financial Clerk
GRADE X

Department: Sheriff/Administrative
Job Analysis conducted: April, 1996

Approved: September 17, 1996

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive.

The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Chief Deputy, Sheriff

Subordinate Staff: Clerical Personnel

Other internal contacts: All Sheriff Personnel; Other County Offices

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External Contacts: Police Departments; Sheriff's OFC's; Auditors; Troopers; Border Patrol; Clerks OFC; Office Supply Vendors; Department of Human Resources; Judges; General Public; Airlines; Nursing Homes; Juvenile; Department of Public Safety; Department of Finance and others as necessary

Job Summary

Performs the necessary supervisory activities such as coordinating employee schedules, reviewing finished work, evaluating employee performance, etc. Assists in the annual development of the budget for the Administrative Division and the budget analysis for total operations, providing supervisor with status reports for all department and division budgets. Serves as a liaison to the county commission, county insurance committee, and the State Examiners of Public Accounts as needed. Maintains accurate records of bank accounts, purchase requisitions, departmental activities, court collections, and receipts from various accounts; deposits all collected funds into appropriate accounts. Arranges for travel accommodations for in and out of state travel of officers and prisoners.

Job Domains

A. Office Management

1. Supervises office personnel in daily operations and reviews finished work; evaluates
Employee performance, counsels, trains and recommends as required; reports and serious deficiencies to Supervisor.
2. Ensures clerical tasks are completed accurately and efficiently; constantly monitors
Document and record integrity and develops necessary file retention policies as needed.
3. Assesses manpower needs and schedules leave requests as required; coordinates substitutions as required to adequately staff the office.
4. Assists in annual budget preparation for Administrative Division; assists in budget analysis for total operations.
5. Provides Supervisor with constant budget and expenditure status reports for all department and division budgets; anticipates budget over-runs in critical areas such as fuel, vehicle maintenance, tires and expendables, etc., and recommends budget revisions as necessary.
6. Serves as liaison to county commission office and representative to county insurance committee.
7. Trains new employees in department policies and procedures; trains existing employees and reserves in overall objectives and logistics of office operation; upgrades as required.
8. Serves as liaison to State Examiners of Public Accounts regarding any internal audits; coordinates document and record retrieval with appropriate division and personnel as needed.

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9. Supervises all inventory requirements and makes written reports to commission office as required; maintains internal inventory of all business equipment and machinery.
10. Coordinates constant inventory of necessary business supplies with each division; purchases supplies, printing needs and forms and other miscellaneous supplies as needed.
11. Performs all requirements as a Communications Officer, Corrections Office, Deputy Sheriff or Receptionist during temporary relief or in the event of an emergency or major crime alert.

B. Accounting & Records Management

1. Reconciles all monthly ledgers and bank statements for various accounts.
2. Completes all departmental purchase requisitions and forwards to county commission.
3. Approves payment of invoices received for departmental activities and purchases.
4. Collects, manages, and transfers all moneys received from executions, levies or seizures to appropriate court or court clerk's offices.
5. Supervises all accounting associated with Work Release Program
6. Maintains records of all departmental expenditures and receipts such as pistol permits, petty cash, work release, jail food, jail store accounts, driving school, risk reduction school, and the bail bonding account.
7. Deposits all collected fees into appropriate accounts.
8. Conducts all internal audits as required; coordinates all necessary audit efforts with examiners and continuously maintain internal records within their guidelines.
9. Prepares necessary spreadsheets and invoices for city prisoners housed in the jail.
10. Deposit invoice payments into appropriate account and maintains all necessary records for city contract.
11. Prepares and transmits all county and state prisoners rosters for monthly billing to the state.
12. Supervises all required receipt and disbursement of funds for the Sheriff's Reserve.
13. Coordinates necessary expense cash advance for in-state prisoner transportation.
14. Completes arrangements for out-of-state travel and cash advance for extraditions; reconciles receipts upon trip completion; invoices the state for reimbursement as required.
15. Make necessary arrangements with commercial airlines and airport security agencies to accommodate armed officers for the purpose of extraditions; maintains correspondence and records.

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C. General Law Enforcement

1. Serves different types of court issued papers in accordance with established procedures; Provides general information to person receiving papers as to their responsibility of response or action.
2. Makes written execution on service of court issued papers including date of service, place of service and person receiving process.
3. Presents and executes warrants of arrest upon person identified by appropriate issuing authority; ensures exactness in identity of arrestee as near as possible, provides all identification information necessary for incarceration to appropriate Corrections staff or transfer agency.
4. Places person arrested by warrant in custody and transport to the county jail; completes formal booking procedure as required; assists in application of bail within department regulations; assists in transfer to other jurisdictional agency as required.
5. Testifies in court as required.
6. Locates and transfers records for the court; ensures confidentiality of internal business records and criminal histories per departmental procedure.
7. Provides security as directed by the appropriate jurisdictional court for supervised child visitations and custody disputes; provides security as directed to accommodate property and possessions transfer during relationship estrangements or domestic violence related cases; provides security and transportation to victims of domestic violence to the appropriate temporary shelter or facility; maintains anonymity of destination shelter and ensure against further violence by perpetrator as situation permits.
8. Provides security during the execution of search warrants for the place or persons searched as directed; assists the Drug Task Force in property or person searches as the situation requires; secures evidence from destruction or contamination as directed until properly recorded and seized by designated evidence technician.
9. Provides security for intervention cases such as Department of Mental Health, Department of Human Resources, Board of Pardon and Parole, Crime Victims Compensation Commission, Juvenile Probation, Court Referral Officer, Court Substance Abuse Officer, etc., as directed; takes necessary action to prevent interference with or obstruction to the duties of the agency representative requesting your assistance.
10. Provides security as directed for sequestered juries including transportation, lodging, meals, visitation, exposure to media, etc., guarding against any event that might jeopardize the applicable trial or its result; immediately reports to supervisor any breach of security or unusual event; makes written report to the Sheriff through chain of command, the District Attorney and trial judge.
11. Provides security at county jail when inmates are brought out of the secure environment for visitation, jail canteen, transfer to medical facility, extradition transfer, religious services, lawyer interview, bail applications, educational classes, etc.; assists with jail security during relief for on-duty Corrections Officer or during absence due to leave; assists during jail shake-downs and contraband

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searches as required; assists in restoring order during disturbances or riots involving inmates.

12. Provides security for inmates transferred from the jail to another facility including in-state transfer to state prisons as well as out of state transfers.
13. Prepares written reports of offenses investigated, arrests, daily activities, unusual events, force used, buildings checked, field interviews, etc.
14. Promotes good public relations; performs duties in a courteous and professional manner at all times; never enters into arguments with citizens.
15. Enforces all laws of the State of Alabama and Limestone County.

D. Professional Development & Training

1. Cleans and maintains all personal equipment such as uniforms, shoes, hat, brass, and leather webbing gear in accordance with department standards.
2. Inspects firearms for proper ammunition, working order and safety features; cleans and lubricates all weapons.
3. Substitutes for the Communication Officer during relief or emergency; conducts centralized communication with State Troopers, Athens P.D., Rural Fire Departments, Rural EMT's, County Commission, Ambulance Services, State Prison, BFNPP, Emergency Management, as well as all Sheriff's Office personnel; be prepared to effectively conduct the 911 Dispatch Center, NCIC, and Sheriff's Office computer terminals.
4. Attends monthly in-service training sessions; maintains familiarity with department film library and availability of specific topic training tapes; previews monthly newsletter's listing of upcoming training topics on the Law Enforcement Training Network satellite system; makes requests as required for taping of any desired session for later review.
5. Attends department computer database and Criminal Intelligence System training as required; maintains familiarity with various screens, queries, reports and statistics as required; develops keyboarding skills to enhance data entry for warrants, arrests, jail rosters, personnel records, work release, etc.
6. Maintains the physical stamina and dexterity to complete the department required semi-annual Physical Training Qualification test.
7. Completes the annual Peace Officer Standards and Training Commission service weapon qualification test.
8. Attends department classroom and range training for 12 gauge shotgun, M-14 rifle, approved back-up weapons and service weapons; completes quarterly qualifying with each weapon.
9. Attends specialty schools and seminars when available; read journals, publications, case synopses, search and seizure case law, etc. on a continuing basis for professional improvement; stay abreast of new laws and changing laws.

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Knowledge, Skills and Abilities

(*Can be acquired on the job)

1. Ability to effectively communicate information to co-workers, supervisors, general public, court personnel, in person, over the telephone and over two-way radio
2. Writing skills to clearly and neatly complete the correspondence, grant proposals, budget drafts, comprehensive management reports and to complete clear and concise criminal case reports, responses to litigation, etc.
3. Reading skills to understand operator manuals, state and county law enforcement directives, procedures, instructions and criminal code commentary.
4. Math skills to perform advanced arithmetic functions, interpret accounting and financial reports, calculate cost analysis, prepare budgets, etc.
5. Driving skills to properly and safely operate vehicle under adverse conditions.
6. Ability to handle all types of behaviors and remain level-headed in stressful situations.
7. Ability to analyze situations and make quick, effective and reasonable decisions under stressful conditions.
8. Ability to work independently without supervision; management skills to plan, organize, direct, staff and train.
9. *Knowledge of civil and criminal law, court procedures and vicarious liability as related to job activities.
10. *Knowledge of traffic regulations.
11. *Knowledge of the county and road system and 911 Sector mapping system
12. *Knowledge of first aid and CPR.
13. *Knowledge of crowd control.
14. *Knowledge of modern, approved principles, practices and procedures of law enforcement.
15. *Knowledge and ability to maintain and properly use all weapons; knowledge of various weapon nomenclature and current case precedence in weapons litigation.
16. Ability to safely fire a weapon at a moving target at a distance, distinguish colors, identify persons and objects at a distance, such as suspects, tag numbers, etc., and in low light environments.
17. Ability to fire weapons, operate office equipment, process delicate crime scene evidence such as hair and fibers.
18. Strength to lift heavy objects and subdue belligerent individuals.
19. Physical dexterity to climb on top of or under structures.
20. Body mobility to pursue and detain a fleeing suspect.
21. Physical tolerance to work outdoors under adverse weather conditions and to work for extended periods of time in awkward positions to process crime scenes and evidence.
22. *Knowledge and ability to operate Windows based computer workstation and appropriate software applications to input arrest data and retrieve reports from database for printing.
23. *Knowledge and ability to participate in networked computer system by use of individual security controls, passwords and log-on procedures.

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Other Characteristics

1. Have a valid Alabama Peace Officers Standards and Training Certificate or be willing and able to attend a police academy to obtain one, within period established by appropriate regulations.
 2. Two years experience in business management, law enforcement administration, police science, civil and criminal law or any combination of these areas.
 3. Emotional stability to work in highly stressful and dangerous situations.
 4. Ability to work overtime, holidays, weekends and during emergencies. Willing to be on-call 24 hours a day.
 5. Ability to comply with departmental rules, regulations and uniform standards.
 6. Possession of a valid Alabama driver's license.
 7. Ability to attend professional school.
 8. Ability to travel within or outside the state to transport prisoners and perform follow-up on pending investigations.
 9. Ability to provide gun and leather articles, plain-clothes apparel, special operations apparel and equipment.
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LIMESTONE COUNTY Job Description

Title: Investigator/Evidence Technician
GRADE IX

Department: Sheriff/Investigations

Job Analysis conducted (month/year): July, 2012 Approved: September 17, 2012

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Chief Investigator

Subordinate Staff: None

Other internal contacts: Sheriff's Office Employees and Inmates

External Contacts: General Public; County, City, State and Federal Elected and Appointed Officials and their Employees

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Job Summary

Performs necessary and proper procedures regarding investigations: identification, collection and process of evidence, interviewing of witnesses and victims, interrogations of suspects, utilization of fingerprints, photographs, line-ups, etc., use of warrants, etc. Prepares an accurate and comprehensive case report of investigation, forwarding to district attorney for case preparation. Maintains necessary and required confidentiality of all cases and investigations, both internal and external. Maintains constant inventory of evidence processing equipment.

Job Domains

A. Criminal Investigation

1. Performs preliminary investigation of crimes; evaluates circumstances and any applicable evidence present and determines course of in-depth investigation; secures crime scene and evidence; directs subordinate employees as needed.
 - a. Will be in charge of handling and processing any major crime scene. Be in charge of maintaining any and all equipment and supplies needed to perform their duties.
2. Identifies, collects and processes physical evidence as needed; photographs and diagrams crime scene to enable reconstruction for prosecution.
3. Maintains chain of custody and properly preserves all evidence collected protecting against contamination; provides complete itemized list of evidence to district attorney for case preparations.
4. Coordinates course of the investigation and participation of district attorney's investigator, coroner, forensic science, ABI, etc., as needed.
5. Interviews witnesses and victims at crime scene and on follow
6. Interrogates suspects as required; obtains admissions and confessions, in writing, whenever possible; confirms statements through comparisons with physical evidence and verbal statements of victims and witnesses when possible.
7. Identifies suspects utilizing fingerprints, photographs, line-ups witnesses, physical evidence, etc.
8. Obtains arrest warrants for suspects completing all requirements in affidavit form.
9. Arrests, transports and processes suspects required; advises arrestee of applicable constitutional rights in writing; completes personal history form on all felon arrestees.
10. Prepares a comprehensive and accurate case report in investigation; forwards to district attorney for case preparation.
11. Performs stakeouts and surveillance of suspects for place involved in criminal activity as required; coordinates specific surveillance, such as those involving vice and narcotics violations, with assigned investigative personnel as required.
12. Assists in search warrant preparation and investigation as required; coordinates assignment of necessary uniform enforcement personnel to safely accomplish search warrant execution with Patrol Division Supervision.
13. Performs internal investigations as directed by Sheriff or Chief Deputy; coordinates confidential filing with Administrative Secretary as required.

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14. Prepares and forwards press releases in the Sheriff's absence guarding against jeopardizing the law enforcement interest.
15. Directs dissemination of information to other agencies such as lookouts, area broadcasts, public alerts, etc.
16. Maintains constant inventory of evidence processing equipment such as fingerprints supplies, film materials, crime scene tape, itemization labels, various containers and bags, rape kits, gunpowder residue kits, etc., required.

B. Records Management

1. Completes required reports in a neat, timely manner.
2. Maintains files in a "stack file" sequence beginning with the earliest document created pertaining to an investigation and ending with the most recent; assists in document retrieval as required to enhance the prosecution case; coordinates filing alphabetically and numerically by case number.
3. Coordinates all investigation related NCIC entries for stolen property, wanted persons, lookouts, caution flats, etc., make periodic validations as needed to meet NCIC audit requirements.
4. Performs follow-up on incident/offense reports as assigned by Chief Investigator; contacts victims as necessary and coordinates documentation and filing with Administrative Secretary.
5. Maintains inactive files in an alphabetical and numerical system by victims name and case number; ensures timely retrieval in the event of additional information pertaining to an open case; coordinates active and inactive filing with Administrative Secretary.
6. Maintains court progression filing beginning with affidavit and warrant copies on solves cases, and continuing through Grand Jury, preliminary hearing and trial, culminating with disposition of the case; contacts victims are required.
7. Coordinates know characteristics of criminal activity with Criminal Intelligence Manager; assists with development of modus operandi characteristic development, such as burglars that always use a pry tool, burglars that always kick in a door, etc.
8. Maintains files of known criminals such as burglars, thieves, sex offenders, etc.; maintains intelligence of their known whereabouts; maintains intelligence of their known associates.
9. Maintains all response files in appropriate cross index systems for scientific processing such as forensic science, pathologist reports, FBI processing lab, State fingerprint identification lab, etc.
10. Retrieves and transfers records for the court; maintains confidentiality and integrity of department files within guidelines such as youthful offenders, juveniles, etc.

C. General Law Enforcement

1. Patrols areas of the county as needed to accommodate manpower deficiencies.
2. Executes various court papers in accordance with established guidelines.

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3. Transports prisoners as requires; coordinates extraditions and assigns necessary personnel as needed.
4. Assist in restoring order during public demonstrations and disturbances in the jail; commands subordinate personnel as required.
5. Assists during jail shakedowns; evaluates participating officer's performance; reports any serious deficiencies to Supervisor and Corrections Division Commander.
6. Maintains familiarity with the Communications Center; substitutes for the Communication Officer during relief or emergency; conducts centralized communication with State Troopers, Athens P.D., Rural Fire Departments, Rural EMT's, County Commission, ambulance services, State Prison, BFNPP, Emergency Management, as well as all Sheriff's Office personnel; conducts effectively the 911 Dispatch center, NCIC and Sheriff's Office computer terminals.
7. Provides backup support for other law enforcement officers, including those from other agencies as required.
8. Assists stranded motorists; keeps traffic moving smoothly and safely; watches for traffic violations. Directs traffic as required; assists with or provides escorts for funeral processions; performs emergency relays such as blood transports as required.
9. Assists in medical emergencies as need by rendering first aid or assisting medical personnel.
10. Operates two-way radio in accordance with approved procedures; maintains radio contact with dispatcher; provides point –to-point communications with multi-agency responses requiring separate frequency utilization, such as State Troopers, Athens P.D., Emergency Management, Rural Fire, Athens Utilities, ambulance services, etc.
11. Promotes good public relations; performs duties in a courteous and professional manner at all times.
12. Enforces all laws of the State of Alabama and Limestone County.
13. Performs Severe Weather Area-Spotter requirements during severe weather watches; evacuates residents and motorists as directed; relays condition observations as required to Emergency Management to aid in qualifying alerts and warnings; participates in Disaster Preparedness Drills as directed.
14. Evacuates residents and motorists as directed in the event of a Browns Ferry Nuclear Plant emergency; maintains traffic and pedestrian security within any evacuation boundary; directs evacuees to emergency assistance centers via pre-selected routes; participates in BFNPP Disaster Preparedness Drills as Directed.
15. Operates the department designated breath testing device when certified for obtaining scientific evidence in suspected DUI related cases; performs tests for other agencies as directed; maintains Department of Public Health, Department of Public Safety and court related documents and evidence information as required.
16. Responds to reports of chemical accidents and exposure to hazardous materials; identifies the material by shipping papers, placard, four-digit ID number or crate description; uses Haz-Mat Guide to initiate appropriate response; evacuates and

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secures as necessary; contacts Communications and supervisor; coordinates fire and rescue response as required.

D. Professional Preparation and Development

1. Maintains familiarity with department film library and availability of specific topic training tapes.
2. Attends department computer database and CIS training as required. Maintains familiarity with various screens, queries, reports and statistics as required. Develops keyboarding skills to enhance data entry for warrants, arrests, jail rosters, personnel records, work release, etc.
3. Maintains the physical stamina and dexterity to complete the department required semi-annual Physical Training Qualification test.
4. Completes the annual Peace Officer Standards and Training Commission service weapon qualification.
5. Attends department classroom and range training for 12 gauge shotgun, M-14 rifle approved back-up weapons and service weapons; completes quarterly qualifying with each weapon.
6. Attend specialty schools and seminars when available. Reads journals, publications case synopsis, search and seizure case law, etc. on a continuous basis for professional improvement. Stays abreast of new laws and changing laws.
7. Attends training for Intoxilyzer 5000 intoximeter; testifies in court regarding instrument theory and operation when required; attends annual retraining for re-certification.
8. Attends training for Doppler Radar speed detection equipment; testifies in court regarding instrument theory and operation when required; attends training for certification as required.

E. Equipment and Uniform Maintenance

1. Continuously inspects and performs operator maintenance on assigned vehicle, including check of fluids, tire pressure and radio and emergency equipment; makes sure vehicle is thoroughly cleaned.
2. Ensures that periodic scheduled procedures such as oil change, lube and tire rotation are completed; keeps accurate records of scheduled maintenance and gas logs.
3. Notifies designated fleet officer of needed repairs, deficiencies and routine maintenance.
4. Keeps fuel tank at least half full at all times; protects against unauthorized entrance to the County Shop area and unauthorized access to computerized gas delivery system.
5. Inspects firearms for proper ammunition, working order and safety features, cleans and lubricates all weapons.
6. Cleans and maintains all personal equipment such as uniforms, shoes, hat, brass and leather webbing gear in accordance with department standards.

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Knowledge, Skills and Abilities

(*Can be acquired on the job)

1. Ability to effectively communicate factual information to co-workers, supervisors, general public, and court personnel, in person, over the telephone and over two-way radio
2. Math skills to perform advanced arithmetic functions, interpret accounting and financial reports, calculate cost analysis, prepare budgets, etc.
3. Writing skills to clearly and neatly complete the correspondence, grant proposals, budget drafts, comprehensive management reports and to complete clear and concise criminal case reports, responses to litigation, etc.
4. Reading skills to understand operator manuals and state and county law enforcement directives, procedures, instructions and criminal code commentary.
5. Driving skills to properly and safely operate vehicle under adverse conditions.
6. Ability to handle all types of behaviors and remain level-headed in stressful situations.
7. Ability to analyze situations and make quick, effective and reasonable decisions under stressful conditions.
8. Ability to work independently without supervision; management skills to plan, organize, direct, staff and train.
9. Knowledge of civil and criminal law, court procedures and vicarious liability.
10. Knowledge of traffic regulations.
11. Knowledge of the county and road system and 911 Sector mapping system
12. Knowledge of first aid and CPR.
13. Knowledge of crowd control.
14. Knowledge of modern approved principles, practices and procedures of law enforcement.
15. Knowledge and ability to maintain and properly use all weapons; knowledge of various weapon nomenclature and current case precedence in weapons litigation.
16. Ability to safely fire a weapon at a moving target at a distance, distinguish colors, identify persons and objects at a distance, such as suspects, tag numbers, etc., and in low light environments.
17. Ability to operate office equipment, process delicate crime scene evidence such as hair and fibers.
18. Strength to lift heavy objects and subdue belligerent individuals.
19. Physical dexterity to climb on top of or under structures.
20. Body mobility to pursue and detain a fleeing suspect.
21. Physical tolerance to work outdoors under adverse weather conditions and to work for extended periods of time in awkward positions to process crime scenes and evidence.
22. *Knowledge and ability to operate Windows based computer workstation and appropriate software applications to input arrest data and retrieve reports from database for printing.

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23. *Knowledge and ability to participate in networked computer system by use of individual security controls, passwords and log-on procedures.
24. Knowledge of basic forensic sciences as they relate to criminal Investigations.

Other Characteristics

1. Possession of a valid Alabama Peace Officers Standards and Training Certificate.
2. At least three years experience in law enforcement supervision.
3. Ability to travel within or outside the state to transport prisoners and perform follow-up on pending investigations.
4. Ability to work overtime, holidays or weekends or during emergencies and be on-call 24 hours a day.
5. Emotional stability to work in highly stressful and dangerous situations.
6. Ability to comply with departmental rules, regulations and uniform standards.
7. Possession of a valid driver's license.
8. Ability to attend professional school.
9. Possession of valid Doppler Radar instrument operator certificate.
10. Ability to provide gun and leather articles, plain-clothes apparel, special operations apparel and equipment.
11. Possession of a valid Intoxilyzer 5000 intoximeter operator certificate.
12. *Completion of FBI Hostage Negotiations training or be able to complete within a specified time period.
13. *Completion of FBI front-line Supervisor's training to be able to complete with a specified time period.
14. Completion of Criminal Investigation and Interrogation training.
15. Completion of Practical Homicide Investigation training.
16. Completion of Crime Scene Physical Evidence training.

Limestone County Commission Job Description

Title: Network Administrator

Grade: X

Department: Information Technology

Job Analysis Date: February 2011

Approved: February 22, 2011

Revised: September 17, 2012

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive.

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Relationships

Reports To: Information Technology Director

Subordinate Staff: None

Internal Contacts: Commissioners, Chairman, County Administrator, Elected Officials, Department Heads, All Other County Staff

External Contacts: Vendors, Representatives from other Agencies

Status: Non-exempt/Classified

Job Summary

Provides coordination and advises direction to the IT Director for the County's Overall Network Infrastructure. This individual is responsible for all phases of development, implementation, and maintenance of the County's Network Switch Systems, Router Systems, Firewall Systems, Wireless Access Points, and other related systems. This individual has no direct subordinates, but will supervise other CIS Staff on a project basis.

Job Domains

A. Project Management

1. Assist in the development of project implementation plans and budgets.
2. Coordinate internal and external resources during implementation of project with emphasis on keeping project on schedule and within budget.
3. Develop reports and presentations.

B. Systems Analysis and Design

1. Maintain overall Network Systems Plan.
2. Perform Needs Analysis and Documentation.
3. Research and determine best solution(s) to meet defined needs.
4. Assist in developing bid specifications for equipment, software, and services as required.
5. Develop standards to maintain seamless interface to all systems.
6. Collaborate with architects and engineers to ensure plans meet the specifications needed for Network systems installation and/or modification.
7. Provide expert analysis and decisions on functions associated with software and hardware configuration of the system(s).

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C. Systems Administration, Maintenance and Operations

(Some of this work will be performed by assisting the IT Director.)

1. Develop and implement system backup, disaster recovery, and integrity plans for all systems.
2. Develop security plans (physical and systems based) for all systems.
3. Administer user security for all systems.
4. Develop and implement maintenance plans on all systems.
5. Perform capacity planning and performance monitoring on all systems and network.
6. Coordinate and provide supervision as required for all field service work done by Technicians and other CIS personnel.
7. Coordinate, assign, and prioritize work orders.
8. Coordinate installation and maintenance service performed by outside service providers.
9. Prior experience supporting, implementing and/or administering networks such as Microsoft Windows Active Directory.
10. Perform programming of Network systems as required including Switches, Routers, Firewalls, Wireless Access Points, and other related systems.
11. Perform maintenance and upgrades to Network systems as required.
12. Maintain Inventory of Systems.
13. Ensure industry and departmental standards are enforced pertaining to wiring, labeling, naming conventions, methods, and documentation.
14. Develop Departmental & Enterprise standards as relates to Network implementation and usage.
15. Conduct and/or coordinate user training classes as required.

Knowledge and Skills

1. Thorough knowledge of basic computer diagnosis and repair.
2. Knowledge of Network Systems including Switches, Routers, Firewalls, Wireless Access Points, and other related systems.
3. Knowledge of VOIP (Voice over IP) and QOS.
4. Thorough knowledge of TCP/IP
5. Thorough knowledge of premise wiring and fiber for video, voice, and data communications.
6. Knowledge of outside plant wiring and fiber for video, voice, and data communications.
7. Good knowledge in Microsoft SharePoint services, Crystal Reports and SQL Queries, Microsoft Exchange, Microsoft Server OS, and Linux based OS.
8. Working knowledge of database design and website design.
9. Good knowledge of desktop computer systems and computer peripheral equipment.
10. Good knowledge of computer operating systems and computer networks.
11. Good knowledge of project management principles, including budgeting.

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12. Ability to plan and organize work in order to set priorities and meet deadlines.
13. Ability to relate highly technical issues and respond to questions at a layman's level of understanding.
14. Ability to communicate effectively, both orally and in writing.
15. Ability to establish and maintain effective working relationships with Department.
16. Ability to supervise the work of others.
17. Must possess and maintain a valid Alabama driver's license.

Education and Certifications

1. Minimum Education and Experience: Associate's Degree in an Information Technology related field and seven (7) years IT support experience.
2. Preferred Education: Bachelor's Degree from an accredited college or university with a minimum of four (4) years IT support experience.
3. Must be willing to travel and stay overnight as required.
4. Must be willing to work nonstandard hours, including weekends and overtime.
5. Must be willing to attend additional training, skills development, and other self-improvement courses as deemed necessary by supervisor.

Other Characteristics

1. Minimum Certifications: Microsoft Office Specialist (MOS) Word, Excel, Outlook Adobe Certified Expert (ACE) in Design CS2, CS3, CS4.
2. Preferred Certification: A+ (network or security), Network +, or Cisco Certified Network Associate (CCNA).

Limestone County Job Description

**Title: Network Support Specialist 1
Grade VIII**

Department: Information Technology

Job Description Prepared: July, 2008

Approved: Sep 20, 2008

Revised: September 17, 2012

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

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Relationships

Reports to:	IT Director
Subordinate staff:	None
Other internal contacts:	Elected Officials; County Administrator; Department Heads, and Other County Employees
External contacts:	Various Vendors; Representatives from other Agencies

Job Summary

This individual provides basic administration, implementation, and maintenance services for the County's Computer network, phone, and associated devices (including Application Servers, Data Servers, Print Servers, Domain Servers, Internet Servers, Internet Firewall, E-mail Servers, & Optical Library Servers). This individual also provides Level II support services for the Trouble Call and Help Desk functions provided by the IT Department.

Job Domains

- A. Help Desk and User Training
 - 1. Provide Level II support for IT Trouble Call and Help Desk operations.
 - 2. Conduct and/or coordinate user-training classes as required.
- B. Systems Administration, Maintenance, and Operations
 - 1. Perform system backups and integrity checks as required.
 - 2. Administer user, directory, & printer security for all systems.
 - 3. Administer E-mail accounts.
 - 4. Manage server based software applications and systems as assigned.
 - 5. Perform capacity planning and performance monitoring as assigned.
 - 6. Perform maintenance and upgrades to server hardware, operating systems, and network systems as required.
- C. Administrative & Record Keeping
 - 1. Keep work order status & work order time entry up to date.
 - 2. Maintain backup logs, maintenance logs, inventory files, etc.
 - 3. Follow industry and departmental standards for naming, labeling, and documenting user profiles, directories, cables, equipment, etc.

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Knowledge, Skills and Abilities (* Can be acquired on the job)

1. Good knowledge of computer operating systems and computer networks.
2. Good knowledge of Local and Wide Area data communications.
3. Good knowledge of TCP/IP.
4. Some knowledge of Internet HTTP server setup and administration.
5. Some knowledge of SMTP & POP3 E-mail setup and administration.
6. Thorough knowledge of desktop computer systems and computer peripheral equipment.
7. Good knowledge of desktop Office Suite applications.
8. Some knowledge of premise wiring and fiber for voice and data communications.
9. Ability to plan and organize work in order to set priorities and meet deadlines.
10. Communication skills effectively, both orally and in writing.
11. Ability to write reports and fill out complex forms
12. Organizational skills to include setting priorities and accomplishing goals.
13. Ability to establish effective working relationships with department heads and other employees.
14. *Knowledge of county rules, regulations, and policies.

Other Characteristics

1. Possession of a high school diploma or its equivalent.
2. Have a minimum of one year of college level courses in related field.
3. Willing to travel and stay overnight to attend additional training, skills development, and other self-improvement courses.
4. Willing to work nonstandard hours, including weekend and overtime
5. Posses a valid drivers license.
6. Performs other work as assigned.

Work Environments

The work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, vehicles (e.g. use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc). Most work areas are adequately lighted, heated and ventilated.

Physical Demands

The work requires some physical exertion such as long periods of standing, walking, recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items may be required (i.e. computers, printers, typewriters, boxes, etc). The work may require some common, physical characteristics and abilities, such as above average agility and dexterity.

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Limestone County Job Description

**Title: Assistant Archivist
Grade VI**

Department: Limestone County Archives

Job Analysis conducted: March 2011

Approved: September 17, 2012

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Archivist

Subordinate staff: None

Internal contacts: Information Technology; Probate Judge; Circuit Court Clerk; License Commissioner; Revenue Commissioner; Sheriff's Office; Health Department; Maintenance

External contacts: Friends of the Archives; Limestone Historical Society; Athens Public Library; Houston Memorial Library; Other county archives departments; School and colleges; Area newspapers; Alabama State Archives; U.S. National Archives; Library of Congress; Alabama Historical Commission

Job Summary

Assists patrons with research and use of Archives resources and equipment, and with acquisition of information. Assists Archivist with preservation and organization of records and resources. Works with various entities to promote and continue the Archives mission.

Job Domains

A. Reception and Referral

1. Greets visitors and has them sign in.
2. Answers inquiries in person or through mail, telephone or e-mail.
3. Provides information in research and areas to conduct research.
4. Helps patrons determine what records are needed.

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5. Assists patrons with finding and viewing records. Retrieves microfilm, books, manuscripts, files, photos or other records.
6. Directs patrons on use of machinery, including microfilm reader, copier, computer and printer.
7. Assists patrons in reading old writing.
8. E-mails or mails index of selected names.
9. Makes copies of records using copier, microfilm reader/printer, and/or computer printer.
10. Makes copies of photos using negative and photo scanner and printer.
11. E-mails or mails copies of selected records to patrons.
12. Re-shelves books, microfilm, files and other records after patrons' use.
13. Takes and deposits money for orders.
14. Fills book and research material orders.
15. Files correspondence.
16. Helps keep equipment clean and maintained.
17. Assists patrons and volunteers during after-hours research events at the Archives.

B. Micrographics

1. Prepares, organizes and arranges the material to be filmed.
2. Assists Archivist in digital imaging of records in preparation for microfilming.
3. Places positive roll in microfilm shelves for public use.

C. Planning/Publications

1. Assists Archivist in planning publications and events to facilitate sharing of Limestone County history.
2. Assists in creation of indexes, historical abstracts or other resources for public use.
3. Proofreads publications.
4. Makes research aides available for purchase to the public and handles transactions.
5. Adds to database that consists of deceased Limestone residents.

D. Record Preservation

1. Assists Archivist with physical preservation of records and books, including book repair and labeling.
2. Assists Archivist with scanning of negatives, photos and documents into digital files and uploading to online catalogs and databases.

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E. Record Management

1. Assists in the preparation of the inventory, description and accession of each item.
2. Maintains materials in the various cataloging systems for easy retrieval.
3. Assists in the updating of inventory and indexes.
4. Assists in updating cataloging systems and book organization.
5. Ensures books and records are kept in their proper physical location.
6. Moves books and records into new locations as storage becomes available.

E. Record Sharing/Promotion of Archives

1. Updates Facebook page with local history and Archives news.
2. Assists in updating website with Archives information and resources.
3. Encourages patrons to join the Friends of the Archives.
4. Interacts with FOA as a board member, helping to plan projects including but not limited to: publications, events, education and fundraisers.
5. Assists volunteers with Archives and FOA projects.
6. Assists with creating, marketing, and handling orders from an online photo catalog.

Knowledge, Skills and Abilities

1. Ability to effectively communicate with customers and volunteers in person, over the telephone and in writing.
2. Math skills to perform basic computations, balance cash drawer and make cash transaction.
3. Writing skills to compile records, abstract data and prepare correspondence.
4. Reading skills to read and understand manuscripts, legal documents and microfilm.
5. Knowledge of filing systems and procedures.
6. Ability to operate computers, including the Microsoft Office suite, e-mail programs and online resources.
7. *Ability to operate microfilm reader/printer and digital camera.
8. *Knowledge of county policies and procedures.
9. *Knowledge of record preservation and management.
10. *Knowledge of preservation techniques.

*Can be acquired on the job.

Other Characteristics

1. Works well with others and with the public.
2. Ability to travel and attend seminars and workshops as needed.
3. Two to three years library experience or similar experience in records management.

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4. Physical ability to lift and move heavy books and other equipment.
5. Familiarity with Limestone County history and/or genealogy research a plus.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

MOTION was made by Bill Daws and seconded by Gerald Barksdale to approve to adopt the following Pay Plans to include a 3% cost of living adjustment and the Staffing Plan effective October 1, 2012.

PAY PLAN

STEP	1	2	3	4	5	6	7	8	9	10
Grade										
4	7.92	8.08	8.32	8.55	8.76	9.00	9.22	9.43	9.63	9.90
5	9.00	9.33	9.62	9.93	10.22	10.53	10.86	11.17	11.46	11.77
6	10.56	10.92	11.28	11.67	12.03	12.38	12.79	13.12	13.49	13.87
7	12.12	12.56	12.97	13.41	13.82	14.26	14.67	15.10	15.54	15.95
8	13.72	14.17	14.67	15.14	15.63	16.12	16.60	17.04	17.55	18.02
9	15.29	15.83	16.34	16.91	17.43	17.97	18.50	19.03	19.58	20.14
10	16.86	17.44	18.04	18.63	19.22	19.82	20.41	21.03	21.60	22.18
11	18.89	19.57	20.21	20.87	21.57	22.19	22.88	23.55	24.22	24.90
12	21.39	22.16	22.92	23.70	24.42	25.07	25.93	26.71	27.48	28.24
13	24.06	24.93	25.79	26.62	27.49	28.36	29.23	30.06	30.94	31.77
14	26.88	27.85	28.80	29.74	30.70	31.68	32.64	33.58	34.55	35.49
15	30.26	31.34	32.42	33.47	34.55	35.66	36.74	37.79	38.89	39.94
16	32.63	33.80	34.97	36.09	37.27	38.45	39.62	40.75	41.95	43.08

All employees who have reached step 10 and have at least 15 years of service are eligible to receive a longevity increase at a rate of 1 ½% per year, not to exceed 9%.

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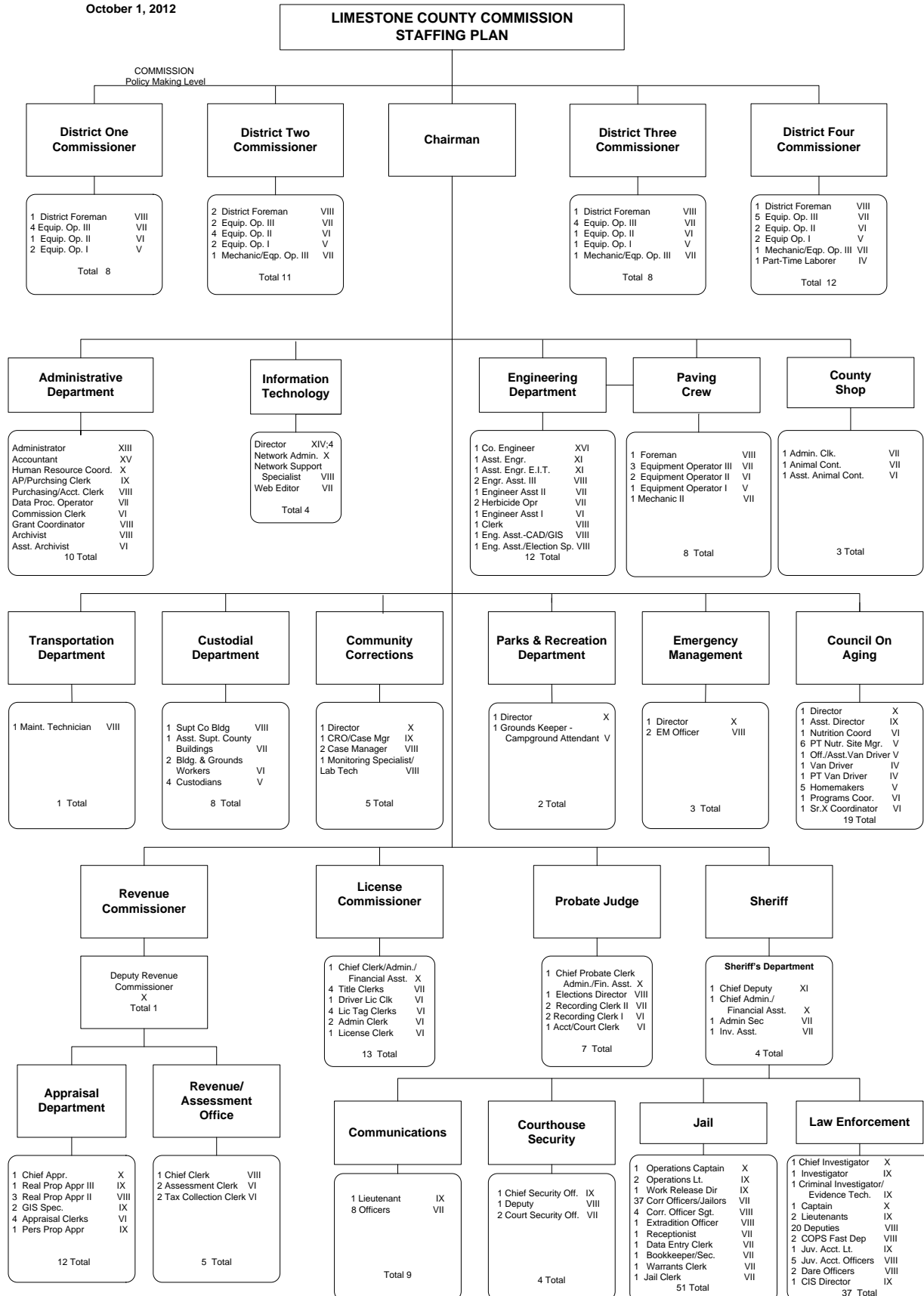
LAW ENFORCEMENT PAY PLAN

STEP	1	2	3	4	5	6	7	8	9	10
Grade 8	14.66	15.14	15.63	16.10	16.60	17.04	17.54	18.01	18.28	18.54
Certified less than 2 yrs exp. +3.5%	15.17	15.67	16.17	16.67	17.18	17.63	18.15	18.64	18.92	19.19
Certified 2 to 5 yrs exp. +10.8%	16.25	16.77	17.31	17.84	18.40	18.88	19.43	19.96	20.25	20.55
Certified 5 to 8 yrs exp. +18.2%	17.33	17.89	18.47	19.04	19.62	20.14	20.73	21.29	21.61	21.92
Certified 8 or more yrs exp. +25.3%	18.37	18.97	19.58	20.18	20.80	21.35	21.97	22.57	22.90	23.24
Grade 9	16.34	16.90	17.43	17.96	18.50	19.02	19.58	20.13	20.41	20.72
Certified less than 2 yrs exp. +3.5%	16.91	17.49	18.04	18.59	19.15	19.69	20.27	20.83	21.13	21.44
Certified 2 to 5 yrs exp. +10.8%	18.10	18.73	19.31	19.90	20.50	21.08	21.70	22.30	22.62	22.96
Certified 5 to 8 yrs exp. +18.2%	19.31	19.98	20.60	21.23	21.87	22.48	23.15	23.79	24.13	24.49
Certified 8 or more yrs exp. +25.3%	20.47	21.18	21.84	22.51	23.18	23.83	24.54	25.22	25.58	25.96
Grade 10	18.04	18.62	19.22	19.81	20.41	21.03	21.59	22.18	22.51	22.84
Certified less than 2 yrs exp. +3.5%	18.67	19.27	19.90	20.50	21.13	21.76	22.34	22.96	23.30	23.64
Certified 2 to 5 yrs exp. +10.8%	19.98	20.63	21.30	21.95	22.62	23.30	23.92	24.58	24.94	25.31
Certified 5 to 8 yrs exp. +18.2%	21.32	22.01	22.72	23.41	24.13	24.85	25.52	26.22	26.61	27.00
Certified 8 or more yrs exp. +25.3%	22.60	23.33	24.09	24.82	25.58	26.35	27.05	27.80	28.21	28.62
Grade 11	20.20	20.86	21.56	22.19	22.88	23.55	24.21	24.89	25.26	25.62
Certified less than 2 yrs exp. +3.5%	20.91	21.59	22.31	22.97	23.68	24.38	25.06	25.76	26.14	26.52
Certified 2 to 5 yrs exp. +10.8%	22.38	23.11	23.89	24.59	25.36	26.10	26.82	27.58	27.99	28.39
Certified 5 to 8 yrs exp. +18.2%	23.88	24.65	25.48	26.23	27.05	27.84	28.62	29.42	29.86	30.28
Certified 8 or more yrs exp. +25.3%	25.31	26.13	27.01	27.81	28.67	29.51	30.33	31.19	31.65	32.10

All employees who have reached step 10 and have at least 15 years of service are eligible to receive a longevity increase at a rate of 1 ½% per year, not to exceed 9%.

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October 1, 2012



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The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

MOTION was made by Gerald Barksdale and seconded by Bill Daws to approve the following merit increases, which are included in the base pay and cost of living pay as listed below.

Name	Position	Effective Date
Carolyn Barnes	Court Security Officer	8/20/12
Roy Brooks	Jail Lieutenant	9/25/12
James Crouch	Corrections Officer	9/21/12
Johnna Ehlerdt	License Tag Clerk	9/10/12
Jamison Johnson	Corrections Officer	8/16/12
Anna Owens	Appraisal Clerk	9/24/12
Brenda Pack	Corrections Sergeant	9/07/12
Gerald Pack	Corrections Officer	8/15/12
Jason Pendergrass	Deputy	8/23/12
Regina Pierce	Nutrition Site Manager	9/08/12
Leslie Ramsey	Investigator	9/17/12
Vanessa Rich	Operations Lieutenant	8/24/12
Ramona Robinson	Jail Clerk	8/27/12
John Russell	Corrections Officer	9/15/12
Tracy Shehorn	Communications Officer	8/16/12
Guy Simmons	Patrol Lieutenant	8/23/12
Janice Williams	Corrections Sergeant	9/07/12

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

MOTION was made by Bill Daws and seconded by Gary Daly to approve a request by Ms. Judy Griffin to abandon the utility and drainage easement on lot 20 of Sewell Acres Subdivision.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

MOTION was made by James W. "Bill" Latimer and seconded by Bill Daws to give Administrator Pam Ball the authority to approve departmental budget revisions as necessary for end of year procedures.

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The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

MOTION was made by Bill Daws and seconded by James W. "Bill" Latimer to sell the following items on GovDeals:

Department	Item	Serial #
Community Corrections	2004 Ford Explorer	1FMZU72K44ZA90818
Community Corrections	1999 Ford Taurus	1FAFP5223XG277296

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

MOTION was made by Gary Daly and seconded by Bill Daws to transfer a 2003 Ford Explorer (Serial # 1FMZU72K13UC15804) from the Engineering Department to Community Corrections.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

MOTION was made by James W. "Bill" Latimer and seconded by Bill Daws to approve the solid waste fee increase by 0.04, with new household rate of \$12.83 per month, effective October 9, 2012.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

MOTION was made by Gerald Barksdale and seconded by Gary Daly to approve the following policy:

Modified Duty and Return to Work Policy

An employee who is on leave as a result of a work-related injury or illness may be released to work on modified or light duty subject to conditions specified by his or her physician. Limestone County Commission will make reasonable efforts to provide the employee with a position meeting the requirements imposed by the physician for the duration of a reasonable recovery period. Such a position is temporary and does not constitute a contract of employment or property interest in the modified or light duty position. An employee working in such a position is still subject to the same policies and procedures applicable to all employees, including the Drug and Alcohol Policy. Any

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employee who is offered a physician-approved, modified duty job will be required to accept the offer; otherwise, such a refusal will be considered job abandonment.

When the injured employee reaches Maximum Medical Improvement, Limestone County Commission will make reasonable efforts to place the employee in a permanent position with as similar terms and conditions of employment as possible as the employee's original position.

Adopted: September 17, 2012

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

MOTION was made by Gerald Barksdale and seconded by James W. "Bill" Latimer to approve the following policy:

Seat Belt Policy

Limestone County Commission recognizes that seat belts are extremely effective in preventing injuries and fatalities in motor vehicle accidents.

Wearing your seat belt can reduce your risk of dying in a motor vehicle accident by up to 60%. We care about our employees and want to make sure that no one is injured or killed in a tragedy that could have been prevented by the simple use of a seat belt.

Therefore, our county policy is that all employees must wear seat belts when operating any vehicle or equipment on county business.

All employees and their family members are strongly encouraged to wear seat belts whenever they are driving or riding in any vehicle at any time. Whether on or off the job, we don't want to see you hurt.

Employees who violate this policy will be subject to disciplinary action, up to and including termination.

Employee Signature
Date

Supervisor Signature
Date

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

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MOTION was made by Gerald Barksdale and seconded by Gary Daly to approve to initiate legal proceedings against David & Elizabeth Jones, 26880 Pepper Road, Athens, AL, 35613, for Violation of Junk and Debris Law.

Chairman Menefee and Commissioner Barksdale explained the proceedings.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

MOTION was made by Gerald Barksdale and seconded by Bill Daws to approve to adopt the FY 2012 -2013 Budget.

Will insert in minute book.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

MOTION was made by Gerald Barksdale and seconded by James W. "Bill" Latimer to approve to bid demolition for the remainder of the old jail.

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

Chairman Menefee announced action would be taken at the next work session for a Farm Land Lease to Malone Brothers.

Chairman Menefee stated there will be a press conference tomorrow at the East Limestone Senior Center at 10:30 a.m. to announce a CDBG grant.

MOTION was made by Gary Daly and seconded by James W. "Bill" Latimer to approve the following road project in District 1.

Road Name	Length in miles	Width in feet	Note	Cost
Wales Street	1.4	18 - 20	Elkton Road to Holt Road	\$18,000.00

The Chairman asked if there was any discussion. There was no discussion. The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

Commissioner Bill Latimer said the county had sent Jimmy Usery, the County's maintenance worker, to visit the rental homes near the old L&S property, now owned by the County. He reported that two of the rental homes were beyond repair and it

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would be more cost effective to tear down the structures than to repair them. Both need rewiring and replumbing and in at least one, the floor is swaging. They both have naked wires exposed and are a hazard. He stated the rental house on the north side of the property was found to be safe. He said the old restaurant also on the premises is not conducive to the County's plans for the property.

Commissioner Bill Latimer made a motion to demolish the two hazardous rental homes and also the old restaurant. A second was made by Gerald Barksdale.

Discussion: Commissioner Latimer said the tenants were told at the time they could renew the terms of the lease for one year, but no leases had been signed. Commissioner Stanley Menefee said tenants should be given a reasonable amount of time to find a new place of residency.

The Chairman called the roll. Gary Daly, aye; Gerald Barksdale, aye; James W. "Bill" Latimer, aye; and Bill Daws, aye. Motion carries unanimously.

Recessed at 10:29 a.m. until 10:00 a.m. on Wednesday, September 26, 2012, at the Washington Street Courthouse Annex, 310 West Washington Street, Athens, AL.